

Monday, August 12, 2019

Cornfield Dance Seeks Administrative Assistant (Part-time)

Company: Cornfield Dance

Location: New York, NY

Compensation: Commensurate upon experience

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Cornfield Dance is seeking a proactive, highly organized, detail-oriented arts administrator to work 5-10 hours a week beginning September 2019.

Cornfield Dance is a small and active dance company under the artistic direction of Ellen Cornfield, a dance artist known for her work as an independent choreographer and for her years working as a dancer with the Merce Cunningham Company. Cornfield Dance has a 30-year legacy, presenting Ellen's work in 8 countries in addition to her extensive work around the United States. Please visit www.cornfelddance.org for more information about the company.

Qualifications:

- Experienced and confident arts administrator
- Organized, flexible, and creative
- Strong interpersonal skills
- Insights into the NYC dance community
- Able to balance multiple projects and deadlines
- Able to work independently

Position Details:

Will work with Ellen Cornfield and coordinate with three part-time staff members.

Possible Duties:

Scheduling:

- Coordinating dancers' schedules to organize rehearsals
- Booking rehearsal space

Booking:

- Help with researching, contacting, and following up with presenters

Grants:

- Helping with researching grants, tracking deadlines, completing applications

Budgets:

- Help constructing project budgets
- Help cultivating individual giving opportunities

Social Media:

- Initiating and maintaining marketing efforts

Organization:

- Organizing files and projects
- Keeping email account cleared

Salary to be negotiated based on weekly hour commitment and prior experience.

To apply, please e-mail a resume and cover letter to Abby Corrigan at administration@cornfelddance.org, and copy Ellen Cornfield at ellencornfield@cornfelddance.org. Interviews are scheduled to begin mid August.

Cornfield Dance
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For more information:
Abby Corrigan
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[< back](#)

[previous listing](#) • [next listing](#)